

**South Central Regional Trauma Council
Executive Committee Meeting
Rice County EMS
12:00 p.m. – 1:30 p.m.
January 22, 2004**

MINUTES

Present: Terry David, Dr. Scott Clarke, Diana Lippoldt, Sheila Rupp, Tim Pitts, Donna Myers, Kendra Tinsley, Rosanne Rutkowski

Call to Order

**Dr. Diane Hunt
Chairperson**

Dr. Scott Clarke, Vice Chairperson, called the meeting to order in the absence of the Chairperson.

Approval of minutes from the 13 November 2003 meeting

MOTION: Diana Lippoldt moved approval of the minutes as published with Tim Pitts seconding the motion. The motion was approved by unanimous voice vote.

Trauma Program Update

Rosanne Rutkowski
KDHE Trauma Program

During the November Advisory Committee on Trauma (ACT) meeting, a regional trauma plan template (provided) was approved for use by the RTCs. The ACT also approved additional support to assist the RTCs with regional trauma plan development. It was necessary to use \$4,000 of the \$10,000 allocated to the RTCs to fund additional support. Cindy Rosebrook has been hired to assist the RTCs with regional trauma plan development. A timeline for this process was discussed.

A committee of the ACT will meet on February 4, 2004 to begin development of a resource assessment tool. In 1996, a hospital survey was completed and may be useful to completing this process.

On January 7, 2004, a committee of the ACT convened to develop recommendations for Year 2 of the EMD grant. The recommendation from the committee to the ACT during the February 18 meeting will consist of the following: Distribute the EMD training funds evenly among the trauma regions. The trauma regions will determine the EMD education needs for their region. The trauma regions will identify the education best suited for their regional needs.

The committee developed thirteen questions for EMD centers to determine regional EMD training needs. RTC EMS representatives are requested to call the EMD centers in order to complete the survey by telephone. Currently, the southern regions and the NC region are in the process of completing the telephone survey. The remaining regions are waiting on appropriate regional approvals to continue. The ACT committee thought assisting the trauma regions with EMD training would be an effective way to bring credibility to and add support for the trauma regions. The KDHE, Bureau of Health Promotion, Cardiovascular project has partnered with the trauma program to provide additional funding for EMD education.

The committee discussed the merits of a train-the-trainer approach in the SC region. Various training programs were discussed including the benefits of the medical approach to dispatch that the training program Medical Priorities employees.

Rosanne reported on her trip to Washington D.C. Trauma systems are being promoted at the national level. An American Trauma Society folder was shared that provided beneficial trauma information. A state-by-state fact sheet was provided and Kansas was ranked 41 out of 51 in the nation with respect to trauma systems development. The ATS has requested trauma survivor stories from each state to add to the testimonial portion of their communications materials. Members should forward submissions to Rosanne.

The trauma registry cities for the state and for the SC region were provided. The SC listing included facilities trained, facilities reporting and facilities not reporting

The KDOT occupant protection assessment was reviewed. The committee would like copies of the assessment.

The Kansas SAFE KIDS Coalition (KSK) is working on child passenger safety legislation this year. Jan Stegelman, KSK Coordinator, has written a letter to the RTCs for their assistance in identifying trauma survivors to assist with the legislation (letter provided).

Reports from Sub-Committees

Staff Education

Diana Lippoldt,
Chairperson

The sub-committee chair provided the report. The sub-committee has not convened since the last executive committee meeting. The sub-committee will meet in the near future.

The Trauma System PowerPoint presentation was discussed. Diana would like a group of five people from the SC region to meet with hospitals, EMS agencies, and health departments to discuss the trauma program at the regional level. A PowerPoint tailored to this need should be completed in the near future. The trauma education contract was renewed for another year. A subsidy for TNCC, PHTLS and ATLS will be provided. 100% of instructor fees are covered. The education contract will be reviewed during the February 18 ACT meeting.

Terry David reported that the Consortium for the Improvement of Trauma Education (CITE) of which Region 3 EMS is a member would convene by conference call on February 3, 2004. Terry requested feedback from this committee with respect to the trauma education contract. A key recommendation was that the application process be simplified and streamlined with less paperwork creating a more accessible system. The committee explained that it should not be necessary for organizations to make one person an expert in paperwork in order to obtain trauma education funding as a result of a complicated and time-consuming application process.

The committee discussed that they are quite aware of the overhead required to run businesses, however, the overhead seemed to outweigh the benefits or value of the customer service. A central issue discussed by the committee was the lack of progress in helping the customers. Terry explained that the CITE serves in an advisory capacity to KHA. Terry also represents the SCKTR region at the ACT in February due to a conflict in Tim Pitts training schedule.

The overall recommendation to the ACT was that the trauma regions should manage the trauma education funding along with assessing and defining education needs and resources to satisfy those needs.

Injury Prevention

Vacant

Janet Cusick-Jost and Carolyn Jenlink have contacted the SCKTR to learn more about becoming involved on the sub-committee and also expressed an interest in chairing it. The committee requested that they attend the next executive committee meeting.

By-Laws

Terry David
Chairperson

A finance policy was considered in light of the \$6,000 regional funding. Terry recommended that a finance policy of the executive committee be established. Currently, business of the RTC maybe conducted through electronic means, and as such, documentation of the electronic interaction is attached to the next executive committee meeting minutes. However, the bylaws presently reflect that all ten members must reply for action. The committee would like the bylaws to reflect a majority (6 out of 10) rather than 100% of the committee. This will be proposed to the general membership for a vote at the next general meeting.

The committee agreed that the entire executive committee should approve expenditures. The expenditure proposal with budget should be submitted to the Chairperson who then forwards the proposal with a budget to the executive committee for review. Once the committee has a majority approval of the activity and expenditure; the treasurer would be directed to have a check issued. Receipts must be presented for a check to be issued.

The committee discussed the upcoming executive committee election process. Terry and Donna will form the nominating committee. Nomination forms will be mailed to all members prior to the general meeting. Nominations will be forwarded to Terry and Donna for review.

Old Business

- **Develop overview of regional trauma plan development**

The regional trauma plan template was distributed. The regional funding consists of \$6,000 for regional trauma plan development. KFMC has the regional budgets entered into the finance system. Reports will be generated on a monthly basis and provided to the treasurer who will provide reports to the executive committee. The region has \$500 available for meetings this year. The committee reiterated the importance of a standardized PowerPoint presentation to publicize and move the trauma plan development process forward.

- **Define Trauma**

The committee determined that the definition of trauma was in place.

- **Annual meeting planning-May 13, 2004, 10:00 to 1:00 at Via Christi-Wichita**

The committee will present the trauma education and awareness PowerPoint at the annual meeting. The EMD project will be presented. The committee has requested that SC trauma registry data be presented during the meeting. The executive committee would like to review and approve the data prior to the meeting.

New Business

Application for membership-Carolyn Jenlink

Carolyn Jenlink has been with Via Christi in Wichita for several years and has successfully coordinated the Sedgwick County-Wichita Area SAFE KIDS Coalition. In addition, she is the Think First project Coordinator.

The committee unanimously approved associate membership.

The next executive committee meeting has been scheduled on April 15, 2004 at 12:00 at the Hutchinson Hospital. Announcements

The annual regional trauma meeting has been scheduled at Via Christi on May 13, 2004.

Adjournment

The meeting was adjourned.